

ARTICLE 7

UNION REPRESENTATION AND UNION/ MANAGEMENT MEETINGS

SECTION 1. The Union will provide the Employer in writing the names of officers and stewards together with the designation of the group (s) and locations of employees each steward is authorized to represent. The names of stewards will be posted on Union bulletin boards. It is understood that no official time will be granted to representatives until they are identified in the manner described above.

SECTION 2. Meetings between Management and the Union as set forth below will be conducted during regular working hours, without loss of pay or charge to leave.

a. Meeting-Commanding Officer/NAGE

Frequency - Scheduled after submittal of a written agenda by either party.

Attendance - Minimum number of Management and Union representatives required to resolve the agenda items.

b. Meeting-CESO/FACSO/SUPPLY/CED/PUBLIC WORKS SECURITY/NAGE

Frequency - Monthly, or as the need arises, but only after submittal of agenda by either party.

Attendance - Normally the Department Head, or his/her designee, and no more than two (2) other Management Representatives and Union Department Vice-President and no more than two (2) other Union Representatives.

c. Meeting - Other staff offices and departments not included in Section 2 above/NAGE.

Frequency - As the need arises, but only after submittal of agenda by either party.

Attendance - Normally not more than three (3) management representatives and three (3) union representatives.

d. Minutes of meetings will be prepared by the Employer and signed by both parties and posted on official bulletin boards in the applicable area.

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SECTION 3. No item will be placed on an agenda by the union unless it has been discussed and not resolved starting at the lowest appropriate level and up through the chain-of-command to and including the Division Director level. Agendas will be submitted by either party no less than five (5) working days prior to the date of the appropriate meeting.

SECTION 4. Reasonable time without charge to leave will be allowed to the President, Executive Vice President, Second Vice President, Department Vice President, Secretary, Legal Officer and stewards to deal with those issues regarding matters related to the work situation and considered to be of mutual union/management concern. Representation of employees in regard to grievances and complaints is primarily the responsibility of the steward who is assigned to the particular shop or work area involved. If the responsible steward requires assistance, he/she may be assisted in pursuing problems above the Division Director level. Union officers requesting excused absence to attend briefings meetings, conferences, training classes, etc., of mutual interest to the employer and the Union shall submit their requests in writing, via the chain-of-command, normally at least ten (10) working days prior to the desired date of absence. The Employer shall notify the Union of its approval or reason for disapproval within five (5) working days of receipt of the request.

SECTION 5. In all cases where it is necessary for a union officer or steward to leave his/her assigned place of work, permission will be requested from the immediate supervisor. There will be a clear understanding as to the officer's or steward's estimated length of absence, destination and general purpose. Before requesting permission to leave the work site, the officer or steward will verify that the person whom he/she wants to see is available. Upon arrival at the employee's worksite, the officer or steward will contact the supervisor of the work area being visited to inform the supervisor of his/her presence and to identify the employee to be contacted. Union officers or stewards will, whenever practicable, obtain information and answer questions by telephone rather than by personal visits. In all cases, representational duties will be conducted promptly.

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SECTION 6. In accordance with Title VII of the kit, the use of government time by the Union for the conduct of activities concerned with the internal management of the Union, such as but not limited to membership meetings, solicitation of memberships, collections of dues and assessments, campaigning for labor organization office, conduct of elections for labor organization offices, and distribution of literature or authorization cards is illegal .

SECTION 7. The Employer recognizes the right of the Union to designate stewards. For the ungraded and graded employees, the total number will be limited to not more than one (1) steward for 33 members of the unit. The Union will not assign more than one (1) Union representative in an organizational segment of 15 people or less. The Security Department may have five (5) stewards. Three (3) of these stewards (one per shift) will be designated for both the Police Division and the Passes and Permits Division. Two (2) of these stewards (one per shift) will be designated for the Fire Division. Further, there will not be more than one (1) Union steward in a work center.

SECTION 8. There will be no restraint, interference, coercion or discrimination against Union officers and stewards in the performance of their duties.

SECTION 9. Authorized National Officers or representatives of the National Association of Government Employees who request and state the purpose of the visit will be given authorization for admission to the Center for official Union business. Requests for such visits shall be made through the Labor Relations Officer, Code 234. Such visits shall be governed by the National Security Regulations and shall be allowed only for the purpose prescribed by current regulations and instructions.

SECTION 10. No officer or steward of the Union will be reassigned from his/her current shift or organizational segment without management advising the Union in writing of the reassignment at least five (5) working days prior to the effective date of the reassignment. This section does not apply to reassignments necessary to satisfy immediate work requirements lasting five (5) working days or less,

SECTION 11. Within 30 days of assignment of a new employee to the organization, the supervisor/operating official will notify the appropriate Union steward and officer of the name, duty assignment, title and grade of the new employee,

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SECTION 12. A Union official shall be present at new employee orientations conducted by the Civilian Personnel Office for a minimum of ten (10) minutes and a maximum of 30 minutes to speak to the new employees with regard to employee rights covered in Article 2 of this agreement, and Union representational responsibilities. At no time during the orientation will any Union official solicit membership in the local.

ARTICLE 8

USE OF CENTER FACILITIES BY THE UNION

SECTION 1. The Union may use part of Building 511 as their office space, within available funding and mission constraints. The Union understands that this office is not to be used by employees for conducting internal Union business during their working hours. Any space made available to the Union will have a telephone for on-base local non-toll calls. The phone number for the NAGE office is 982-4887. Within available funds the Employer will provide essential janitorial service at no charge to the Union. If funding limitations require cessation of service to non-official spaces, janitorial service to the Union will be terminated at that time.

SECTION 2. Bulletin boards are set aside for use by the Union. The number and location of such bulletin boards are determined by the Employer who gives consideration to the recommendations of the Union,

a. The bulletin boards will be used for posting of notices as may be agreed upon between the parties.

b. The Union is responsible for maintaining these bulletin boards in good order.

SECTION 3. The National Association of Government Employees, Local R12-29, will be placed on the Center's Mailing List, be given a CBC mail code, and be provided Center Instructions and Notices pertaining to civilian personnel matters.

SECTION 4. General announcements may be included in the Center's newspaper (The Coverall), the unofficial section of the Plan of the Day and/or the Civilian Personnel Office Bulletin. All material will be submitted to the Employer for review and discussion and will be subject to final approval by the Employer prior to publication.

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